

# NORTHWEST TECHNICAL COLLEGE 2010-2011 VERIFICATION WORKSHEET

## \*\*\*INDEPENDENT STUDENT\*\*\*

*Federal warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.*

### YOUR APPLICATION HAS BEEN SELECTED FOR A PROCESS CALLED VERIFICATION.

In the verification process, Northwest Technical College will be comparing information from your application with **signed** copies of your (and your spouse's, if you are married) 2009 Federal tax forms, or with W-2 forms, or other financial documents.

#### WHAT YOU SHOULD SUBMIT TO THE FINANCIAL AID OFFICE:

- 1.) This completed worksheet with all required signatures. *An unsigned worksheet will be returned.*
- 2.) A **signed** copy of your 2009 federal tax form and all W-2s. *Unsigned tax forms will be returned.*
- 3.) A **signed** copy of your spouse's 2009 federal tax form and all W-2s. *Unsigned tax forms will be returned.*
- 4.) If you filed a joint return and are now divorced, separated or widowed, enclose W-2 forms for both.

#### WHAT THE LAW SAYS:

- We have the right to ask you for information before you are awarded any financial aid. See instructions in the Free Application for Federal Student Aid (FAFSA)
- We must review, correct, and update your data.
- All discrepancies must be resolved prior to your receiving student financial aid.

### SECTION A: STUDENT INFORMATION (Please print)

NTC tech id (if known) \_\_\_\_\_

Last Name	First Name	MI	Social Security Number
Address (include apt. #)		Date of Birth	
City	State	Zip Code	Phone Number (include area code)

### SECTION B: FAMILY INFORMATION

List the people in **your household**, including:

- \*\* yourself (and your spouse, if married), and your children, if you will provide more than half of their support from July 1, 2010, to June 30, 2011;
- \*\* other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011;
- \*\* the student's unborn child, if that child will be born before July 1, 2011, and the student will provide more than half of the child's support from the time the child is born until the end of the award year.

Write the names of all household members. Also, write in the name of the college for any household member who will be attending college at least half-time between July 1, 2010, and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program. You may be asked to provide verification of enrollment from these schools. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	College attending in 2010-2011	Check if PSEO*
<i>(Example) Martha Jones</i>	24	<i>Wife</i>	none	
		SELF	Northwest Technical College Bemidji	

\*PSEO (Post-Secondary Enrollment Options) high school students may NOT be counted as attending college for financial aid purposes.  
All sections of this form must be completed entirely and signed. If incomplete, the form will be returned to you.

**SECTION C: 2009 TAX FORM INFORMATION**

**C-1: Attach a signed copy of all 2009 Federal Income tax returns (including W-2s) filed by you and your spouse if married.** Include IRS Forms 1040, 1040A, 1040EZ, as well as Puerto Rico, amended, and Foreign Income Tax Returns. If you and your spouse are required to file a 2009 tax return but have not already done so, you must provide a **signed** copy of the completed return to the NTC Financial Aid Office when it is filed. If you or your spouse filed a 2009 tax return but did not keep a copy, you may call the IRS at 1-800-829-1040 and request a tax transcript of your 2009 tax return or request a Letter 1722 for 2009. **Your financial aid application will not be processed without tax forms, if filed.**

If you and/or your spouse filed taxes, complete item C-2, skip item C-3, complete sections D, E, & F.  
 If you and/or your spouse did NOT file taxes, skip item C-2, complete item C-3 and sections D, E, & F.  
 NOTE: Spouse taxes are required even if you were not married during 2009.

**C-2:** Tax returns and W-2s attached are: ( ) your own, ( ) your spouse's, ( ) joint

**C-3:** If you or your spouse **did not file AND ARE NOT REQUIRED** TO FILE A 2009 TAX RETURN, complete this section.  
 ( ) I did not file AND AM NOT REQUIRED TO FILE A 2009 Federal Income Tax return.  
 ( ) My spouse did not file AND WAS NOT REQUIRED TO FILE A 2009 Federal Income Tax return.

If tax returns will not be filed, report all income from employer(s), earnings and/or value of compensation. Please submit all W-2s, even though a tax return was not filed.

Student's 2009 Sources of Income	Amount	Spouse's 2009 Sources of Income	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
		<b>Total (Student and Spouse)</b>	<b>\$ _____</b>

**SECTION D: 2009 UNTAXED INCOME INFORMATION – Report annual amounts**

List other income and benefits you received in **2009** that are not listed on your tax form. Do not include student financial aid. A response is required for each item. **Enter "0" if response is zero.**

See Question 45 on FAFSA.

	Student and Spouse (Combined)
D-1 Child Support <b>received</b> in 2009 for all children. Don't include foster care or adoption payments.....	\$ _____
D-2 Housing, food, and other living allowances paid to members of the clergy and others .....	\$ _____
D-3 Other untaxed income not reported, such as workers' compensation, disability, etc. Do not include student aid, welfare payments, untaxed Social Security or SSI benefits, combat pay, or flexible spending arrangements (e.g. cafeteria plans).....	\$ _____
D-4 Veterans' non-education benefits, such as Disability, Death Pension or DIC.....	\$ _____
D-5 Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.....	\$ _____
<b>TOTAL UNTAXED INCOME (D-1 thru D-5) \$ _____</b>	

**SECTION E: 2009 ADDITIONAL FINANCIAL INFORMATION – Report annual amounts**

Provide additional information for **2009**. A response is required for each item. **Enter "0" if response is zero.**

See Question 44 on FAFSA.

	Student and Spouse (Combined)
E-1 Child support you <b>paid</b> in 2009 because of a divorce or separation. Do not include support for children in your household as reported in section B. (You may be asked for documentation.).....	\$ _____
Name of children for which child support was paid: _____	
E-2 Taxable earnings from Federal Work Study or other need-based work programs.....	\$ _____
E-3 Student grant & scholarship aid, including AmeriCorps awards, that was reported to the IRS in your Adjusted Gross Income on your 2009 tax return.....	\$ _____
<b>TOTAL OTHER INFORMATION (E-1 thru E-3) \$ _____</b>	

**SECTION F: SIGN THIS WORKSHEET**

By signing this worksheet, we certify that all of the information reported to qualify for Federal/State student aid is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. If married, signature of spouse is **optional**.

Your signature (student) \_\_\_\_\_ Date \_\_\_\_\_

Spouse's signature \_\_\_\_\_ Date \_\_\_\_\_

**Return form to: Northwest Technical College Bemidji, Financial Aid Office, 905 Grant Ave. SE, Bemidji, MN 56601**

